

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

OFFICE OF THE SENATE

17 MAY 23 PM 2:58

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
- ☒ A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): April 12 - 23, 2017

Name of accompanying family member (if any): Mary Sorteberg

Relationship to Traveler: ☒ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$11,309.69	\$1,134	\$400.00	Insurance: \$97; Security: \$680; Interpreter: \$80
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$11,309.69		\$400.00	Insurance: \$97; Security: \$680; Interpreter: \$80
<input checked="" type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendum B

5/23/17 Jeffrey Merkley
(Date) (Printed name of traveler)

Jeffrey A. Merkley
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/23/17
(Date)

Jeffrey A. Merkley
(Signature of Supervising Senator/Officer)

Addendum A – Cost Explanations

Senator Merkley and his wife Mary arrived early in India to have personal time with friends. This change made no difference in their flight costs – the total flight costs for them to arrive on the 13th was the same as if they had arrived on the 18th with the rest of the delegation.

Sen. Merkley and Mary agreed to cover lodging costs for the nights of April 13-April 16 and CARE Learning Tours began covering their lodging costs starting the night of April 17, 2017. Below is a detailed breakdown of costs for Senator Merkley. All costs below were the same for Mary Sorteberg.

Transportation – \$11,309.69

- Flight: \$7,109.69
- Vehicles: \$1,200
- Charter: \$3,000

Lodging – \$1,134

- \$278 per night x 3 nights (India) = \$834
- \$150 per night x 2 nights (Nepal) = \$300

Meals – \$400

Other Expenses – \$856

- Security -- \$680
- Interpreter -- \$80
- Travel Insurance -- \$97

FINAL

Addendum B

AGENDA: CARE Learning Tour to India and Nepal, April 12-23, 2017

Wednesday, April 12 ----- Travel Day

Senator Merkley and Mary Sorteberg depart for India

Thursday, April 13 ----- Travel Day/New Delhi, India

9:20pm Senator Merkley and wife Mary Sorteberg arrive in New Delhi, India (AC 070)

10:30pm Transfer to friend's home

Overnight: Sen. Merkley's Friends - A2-1502 WORLD SPA EAST

Friday, April 14 – Sunday, April 16 ----- New Delhi, India

Personal days

Overnight: Sen. Merkley's Friends, A2-1502 WORLD SPA EAST – Taj Palace Hotel, New Delhi, India

Monday, April 17 ----- New Delhi, India

12:30-1:30pm Meeting with Partnership to Advance Clean Energy-Deployment to receive an overview of the energy sector in India

1:30-3:00pm Lunch meeting with Innovari to discuss USAID Greening the Grid activity in India

3:00-3:30pm Downtime to change clothes

3:30-4:00pm Transfer to meeting

4:00-5:30pm Meeting with The Energy and Resources Institute to discuss sustainable development and environmental governance

5:30-6:00pm Transfer to hotel

6:45-7:30pm Meeting with The Global Legislators Organisation (GLOBE India) to discuss efforts by the Indian Parliament to develop the green energy sector

7:30-8:00pm Transfer to dinner

8:00-9:30pm Dinner with Senator Coons to prepare for the Learning Tour

9:30-10:00pm Transfer to hotel

Overnight: Taj Palace Hotel – New Delhi, India

Tuesday, April 18

Travel Day/New Delhi, India

8:10am Coons, Merkley, Mancinelli transfer to Embassy

8:30-9:30am Breakfast Briefing with members of American Chamber Of Commerce in India to learn broadly about US investment in India

9:30-9:45am Transfer to meeting

9:45-10:30am Meeting with Minister for Women and Child Development Menaka Gandhi to learn about barriers to women's equality and child health in India

10:30-10:45am Transfer to Embassy

10:45-11:15am Tour of Embassy to learn about various departments and operations contributing to the Embassy's work in India

11:15-12:15pm Meeting with Embassy Country Team to learn about USG investment in India

12:15-12:20pm Transfer to lunch

12:20-1:05pm Lunch with Embassy staff to discuss US foreign policy priorities

1:05-1:30pm Transfer to meeting

1:30-2:30pm Meeting with Minister of State with Independent Charge for Power, Coal, New and Renewable Energy and Mines Piyush Goyal to discuss opportunities for renewable energy investment in India

2:30-3:00pm Transfer to meeting

3:00-4:00pm Meeting with Foreign Secretary S. Jaishankar to discuss bilateral relations between India and the US

4:00-4:30pm Transfer to Hotel

4:30-7:00pm Shower time

7:00-8:00pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Taj Palace Hotel – New Delhi, India

Wednesday, April 19

New Delhi, India

- 8:30-10:00am Scene Setter Breakfast Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India
- 10:00-11:00 Transfer to Site Visit 1
- 11:00-12:15pm Site Visit 1: Visit urban health program to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
- 12:15-1:15pm Transfer to Site Visit 2
Note: Lunch provided in vehicles
- 1:15-2:30pm Site Visit 2: Breakthrough Program creating youth human rights groups working to address and condemn violence and discrimination against women and girls in India
- 2:30-3:00pm Transfer to coffee
- 3:00-4:30pm Coffee briefing with donors and U.S. corporate sector partners to discuss innovative corporate social responsibility programs in India and women's empowerment
- 4:30-5:30pm Transfer to Taj hotel
- 5:30-6:30pm Downtime
- 6:30-8:30pm Reception with U.S. Ambassador, Local Government & NGO leaders to discuss the role of international partners, local governments and NGOs in development in India
Note: Heavy hors d'oeuvres/light dinner served at reception.

Overnight: Taj Palace Hotel – New Delhi, India

Thursday, April 20

New Delhi/Bihar, Patna India

**Note: We decided to visit Bihar instead of Chennai, as was listed in the original draft agenda, due to developing communal tensions in parts of Tamil Nadu, Chennai.*

- 8:00-9:00am Transfer to airport
- 9:00-11:00am Transfer to Bihar, Patna
- 11:00-1:00pm Vehicle briefing on CARE maternal health programming in Bihar
Note: Transfer to site visit 1. Lunch provided in vehicles

1:00-3:00pm	<u>Site Visit 1:</u> Maternal and Child Health Program to meet with community health workers who provide mothers with health education and services and visit homes of beneficiaries
3:00-4:00pm	Transfer to Site Visit 2
4:00-5:30pm	<u>Site Visit 2:</u> USG and Gates Foundation Agricultural Development and Research Program to learn how agronomics are developing sustainable inputs and introducing improved varieties to women farmers
5:30-6:30pm	Transfer to Airport
6:30-8:30pm	<u>Plane debrief</u> on take aways from Bihar sites <i>Note: Transfer to Kathmandu. Dinner provided on the plane.</i>
8:30-9:30pm	Transfer to hotel

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Friday, April 21	Travel Day/Kathmandu, Nepal
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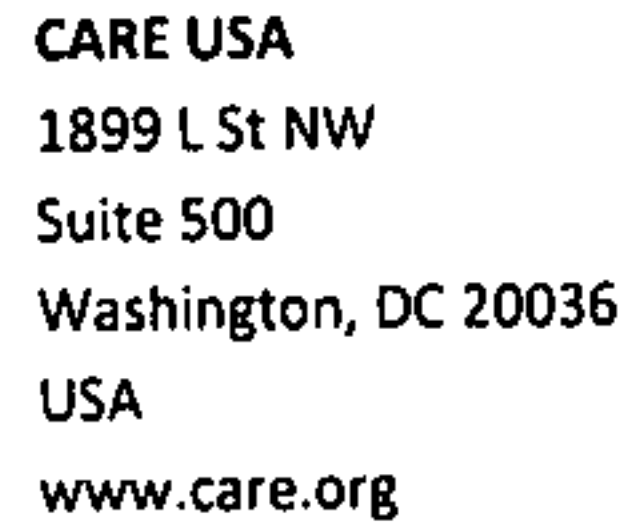
9:00-10:30am	<u>Breakfast Scene Setter Briefing</u> with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal
10:30am-11:30am	Transfer to Site Visit 1
11:30-1:00pm	<u>Site Visit 1:</u> Visit Sabah Community Facilitation Center to learn about how women's collectives facilitate women increasing their agricultural yields, encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women
1:00-1:30pm	Transfer to Lunch
1:30-3:30pm	<u>Closing Lunch</u> to discuss trip reflections and next steps when the delegation returns to DC
3:30-4:45pm	Transfer to Kathmandu
4:45-7:00pm	Shopping/shower/prepare for reception
7:00-8:30pm	<u>Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Saturday, April 22

Kathmandu, Nepal/Travel Day

7:30-8:00am	Transfer to meeting
8:00-8:30pm	<u>Meeting with Nepal Prime Minister Pushpa Kamal Dahal</u> to discuss bilateral relations between Nepal and the US
8:30-9:00pm	Transfer to hotel
9:00-10:00am	Clothes change/breakfast time
10:00-11:15am	<u>Vehicle briefing</u> about USAID investment in Nepal <i>Note: Transfer to Site Visit 1</i>
11:15-1:30pm	<u>Site Visit 1:</u> Visit Sabal Integrated Development program to learn about community-led efforts to rebuild after the earthquake and address hygiene, sanitation, and women's economic empowerment ~
1:30-2:30pm	<u>Vehicle debrief</u> about Site Visit 1 <i>Note: Transfer to Dhulikhel Lodge. Boxed lunches provided in vehicles</i>
2:30-3:00pm	Bathroom break stop
3:00-4:00pm	<u>Vehicle debrief</u> about Nepal site visits <i>Note: Transfer to hotel</i>
4:00-6:00pm	Packing time
6:00-6:20pm	Transfer to airport
7:20pm	Delegation departs for U.S. (FZ #576)



United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

To Whom It May Concern:

On this CARE Learning Tour, we will be sponsoring a trip to India and Nepal, which will include members of Congress and staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

Sincerely,

Robert Roche
Director, Learning Tours
CARE USA

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Updated: September 2, 2016

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

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BILL & MELINDA
GATES *foundation*

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Ben Franklin Station
Washington, DC 20044, USA
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www.gatesfoundation.org

March 13, 2017

United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

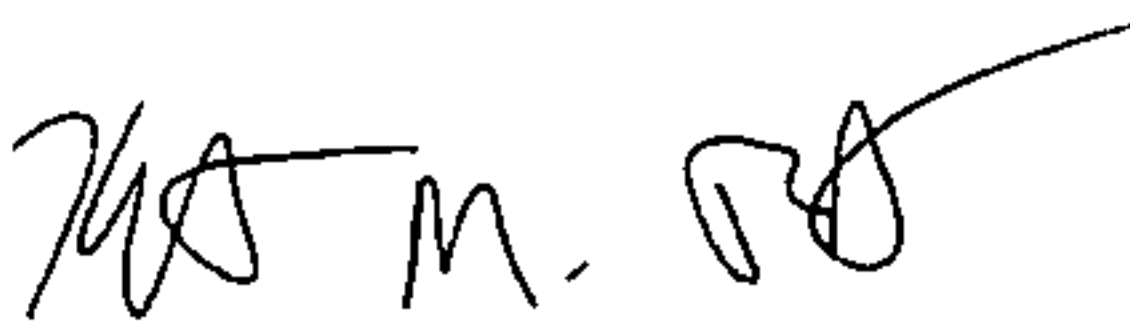
This letter is submitted in response to your request regarding a learning trip beginning April 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at Katy.Button@gatesfoundation.org, or direct line of 202-662-8189.

Sincerely,



Katy Button
Senior Program Officer
Bill & Melinda Gates Foundation

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in India since 1946 and Nepal since 1978.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.


Since 2009, we have hosted twenty-four trips with members of Congress and their staff.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$22,000*	\$1,339	\$1,022*	Interpreters, Security, Insurance, Visas: \$2,426*
<input type="checkbox"/> Actual Amounts	*Estimates are calculated for 2 people, the Senator and his wife.	See Addendum D for estimate details. 		

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in India and Nepal sharing an interest in sustainable programs to combat poverty and empower women and girls in India and Nepal.

19. Name and location of hotel or other lodging facility:

Taj Palace Dehli - New Dehli, India; Taj Palace Chennai - Chennai, India

Dwarika's Hotel - Kathmandu, Nepal

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Dehli is \$291/night, \$300/night in Chennai, and \$166/night in Kathmandu. The U.S. Government per diem rates for meals is \$109/day in Dehli, \$111/day in Chennai, and \$91/day in Kathmandu. Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Members of Congress and spouses will fly business class to and from India and Nepal. The delegation will fly by charter plane (coach equivalent) for internal travel in India and Nepal. See addendum B-C.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: _____

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

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Addendum A:

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited Senators from each of the following committees to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign which will be the focus of the trip agenda.

Senate Foreign Relations Committee

Senate Budget Committee

Senate Agriculture Committee

Senate Appropriations Committee

Senate Leadership Offices

Invited Senators

- Jeanne Shaheen (D-NH)
- Shelley Moore Capito (R-WV)
- Dick Durbin (D-IL)
- Lisa Murkowski (R-AK)
- Kirsten Gillibrand (D-NY)
- Joni Ernst (R-IA)
- Todd Young (R-IN)
- Ben Sasse (R-NE)
- Chris Murphy (D-CT)
- Tim Kaine (D-VA)
- Tammy Baldwin (D-WI)
- Jeff Merkley (D-OR)
- Cory Gardner (R-CO)
- Chris Van Hollen (D-MD)
- Marco Rubio (R-FL)
- Rob Portman (R-OH)
- Bill Cassidy (R-LA)
- Thom Tillis (R-NC)
- Dianne Feinstein (D-CA)
- Kamala Harris (D-CA)
- Mark Warner (D-VA)
- Maria Cantwell (D-WA)
- David Perdue (R-GA)
- Gary Peters (D-MI)
- Maggie Hassan (D-NH)
- Catherine Cortez Masto (D-NV)
- Angus King (I-ME)
- Johnny Isakson (R-GA)
- Mike Enzi (R-WY)
- Patrick Leahy (D-VT)
- Pat Roberts (R-KS)

- Cory Booker (D-NJ)
- Jeff Flake (R-AZ)
- John Boozman (R-AR)
- James Lankford (R-OK)
- Steve Daines (R-MT)
- Jerry Moran (R-KS)
- Roy Blunt (R-MO)
- Ben Cardin (D-MD)
- Lamar Alexander (R-TN)
- Dan Sullivan (R-AK)
- Roger Wicker (R-MS)
- Sherrod Brown (D-OH)
- Sheldon Whitehouse (D-RI)
- Robert Casey (D-PA)
- Al Franken (D-MN)
- John Cornyn (R-TX)
- Mazie Hirono (D-HI)

Addendum B:

Cities of Departure:

Sunday, April 16, 2017:

6:35pm – Depart Washington, DC (AC #7617)

7:59pm – Arrive in Toronto

10:00pm – Depart Toronto (AC #70)

Monday, April 17, 2017:

9:20pm – Arrive New Dehli, India

Saturday, April 22, 2017:

7:20pm – Depart Kathmandu, Nepal (FZ #576)

10:20pm – Arrive Dubai

Sunday, April 23, 2017:

2:20am – Depart Dubai (EK 231)

8:40am – Arrive Washington, DC

Addendum C:

On April 20, 2017, the delegation will travel on a chartered flight from New Dehli to Chennai, India and on April 21, 2017 the delegation will travel from Chennai to Kathmandu, Nepal.

Due to our schedule and limited flight options between different cities within India and from India to Nepal, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,500 per person. The Airline Operating Certificate (AOC) is forthcoming.

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Addendum D*:

- Transportation Estimation per person - $\$11,000 \times 2 = \$22,000$
 - Flight estimation: \$8,500
 - Vehicles: \$1,000
 - Charter flight: \$1,500
- Lodging Estimation per person – \$1,339
 - \$166 per night x 1 night (Kathmandu, Nepal) = \$166
 - \$291 per night x 3 nights (New Dehli, India) = \$873
 - \$300 per night x 1 night (Chennai, India) = \$300
- Meals Estimation per person - $\$511 \times 2 = \$1,022$
 - \$91 (USG M&I per diem for Kathmandu) x 2 days = \$182
 - \$109 (USG M&I per diem for New Dehli) x 2 days = \$218
 - \$111 (USG M&I per diem for Chennai) x 1 day = \$111
- Other Expenses Estimation per person - $\$1,213 = \$2,426$
 - Visa - \$423
 - India - \$319
 - Nepal - \$104
 - Security - \$590
 - Interpreter - \$100
 - Insurance - \$100

*Note: Costs are broken down per person, however total cost estimations for transportation, meals, and other expenses were calculated for 2 people as Senator Merkley will be accompanied by his wife. Lodging expenses were not calculated for 2 people since the Senator and his wife will be sharing a room.

FINAL

AGENDA: CARE Learning Tour to India and Nepal, April 16-23, 2017

Sunday, April 16 Travel Day

Depart U.S. for New Delhi, India (AC #7617)

Monday, April 17 Travel Day

9:20pm Delegation arrives in New Delhi, India (AC #70)

9:20-10:30pm Transfer to hotel

Overnight: Taj Palace Hotel – New Delhi, India

Tuesday, April 18 Travel Day/New Delhi, India

9:00-10:00am Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

10:00-11:30am Breakfast Briefing with U.S. Mission to learn about the U.S. government's development priorities in India

11:30-12:30pm Transfer to meeting

12:30-1:30pm Meeting with Prime Minister Modi (requested)

1:30-2:30pm Transfer to meeting

2:30-3:30pm Meeting with Foreign Secretary Subrahmanyam Jaishankar (requested)

3:30-4:00pm Transfer to meeting

4:00-5:00pm Meeting with Finance Minister Arun Jaitley (requested)

5:00-5:30pm Transfer to meeting

5:30-6:30pm Meeting with National Security Advisor Ajit Doval (requested)

6:30-7:30pm Transfer to Hotel

7:30-9:00pm Scene Setter Dinner Briefing with technical experts to gain social, political, historical context for development and U.S. investments in India

Overnight: Taj Palace Hotel – New Delhi, India

Wednesday, April 19 New Delhi, India

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8:00-9:30am	<u>Breakfast with donors and U.S. corporate sector partners</u> to discuss innovative corporate social responsibility programs in India and women's empowerment
9:30-11:15	Transfer to girls' education program
11:15-1:00pm	<u>Site Visit 1: Visit girls' education program</u> to learn about community-based initiatives to keep girls in school and combat gender-based violence
1:00-2:30pm	Transfer to urban health program
2:30-3:30pm	<u>Site Visit 2: Visit urban health program</u> to learn about maternal and child health and nutrition services provided in peri-urban settings and the importance of community health workers in linking women and families to health services
3:30-4:30pm	Transfer to hotel
4:30-5:30pm	Downtime
5:30-6:30pm	Transfer to U.S. Ambassador's residence
6:30-8:30pm	<u>Reception with U.S. Ambassador, Local Government & NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in India

Overnight: Taj Palace Hotel – New Delhi, India

Thursday, April 20

New Delhi/Chennai, India

8:30-9:30am	<u>Breakfast with Women Members of Parliament and PRS Legislative Branch</u> to learn about political efforts to promote sustainable development and women's empowerment
9:30-10:30am	Transfer to airport
10:30-2:00pm	Transfer to Chennai, India
2:00-2:45pm	Transfer to Nursing Teaching College
2:45-4:00pm	<u>Site Visit 1: Visit Nursing Teaching College</u> to learn about innovative interventions and techniques used to develop the capacity of community health workers and nurses to provide malnutrition and maternal health services to women in rural communities
4:00-4:30pm	Transfer to Site Visit 2
4:30-5:30pm	<u>Site Visit 2: Visit TB Health Clinic</u> to learn about U.S. investments in combatting infectious disease
5:30-6:00pm	Transfer to hotel

6:00-6:30pm	Shower time
6:30-8:00pm	<u>Dinner with the Breakthrough India NGO</u> to discuss effective and compelling messaging and framing of U.S. investments in foreign assistance and women's empowerment

Overnight: Taj Coromandel Hotel – Chennai, India

Friday, April 21	Travel Day/Kathmandu, Nepal
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8:30-10:00am	<u>Site Visit 1: Visit CARE Village, Savings and Loan Association (VSLA) program</u> to examine an income-generating activity that helps women in rural areas access financial services and small-business opportunities
10:00-11:00am	Transfer to airport
11:00am-3:30pm	Transfer to Kathmandu, Nepal
3:30-4:15pm	Transfer to Hydropower Control Center
4:15-5:15pm	<u>Tour of Hydropower Control Center</u> to learn about hydropower as a driver of domestic economic empowerment and regional economic relationships
5:15-6:00pm	Transfer to Dwarika's Hotel
6:00-7:00pm	<u>Scene Setter Briefing</u> with technical experts and USG Mission to gain social, political, historical context for development and U.S. investments in Nepal
7:30-8:30pm	<u>Cocktail Reception with U.S. Ambassador, Local Government and NGO leaders</u> to discuss the role of international partners, local governments and NGOs in development in Nepal
8:30-10:00pm	<u>Closing Dinner</u> to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Dwarika's Hotel – Kathmandu, Nepal

Saturday, April 22	Kathmandu, Nepal/Travel Day
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7:30 – 9:00am	<u>Vehicle briefing</u> on the impact of women's economic empowerment <i>Note: Transfer to Site Visit 1</i>
9:00 – 10:30am	<u>Site Visit 1: Visit Sabah Community Facilitation Center</u> to learn about how women's collectives facilitate women increasing their agricultural yields, encourage healthier, more sustainable agricultural practices, and promote economic empowerment for women
10:30-11:30am	Transfer to Site Visit 2

11:30am-12:30pm	<u>Site Visit 2: Visit Sabal Masonry Training</u> program to learn about how women are gaining economic independence while helping to rebuild communities and create a more resilient Nepal
12:30-1:30pm	Transfer to Site Visit 3 <i>Note: Lunch in the vehicles</i>
1:30-2:30pm	<u>Site Visit 3: Visit Sabal Women's Empowerment</u> group to observe community-based development planning that puts women's needs at the center
2:30-4:00pm	Transfer to Dwarika's Hotel
4:00-6:00pm	Debrief/downtime
6:00-6:20pm	Transfer to airport
7:20pm	Delegation departs for U.S. (FZ #576)



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

February 28, 2017

The Honorable Jeff Merkley
313 Hart Senate Office Building
Washington, DC 20510

Dear Senator Merkley,

We are approaching you with a special opportunity to join us on CARE's next Learning Tour to India and Nepal during the Easter holiday congressional recess. This trip will take place **April 16 – April 23, 2017** (including travel) and will allow you to have a first-person view of the political, economic, and security dimensions of U.S. engagement in South Asia, including investments in food and nutrition security, maternal and child health, education, and economic empowerment. The delegation will include other Members of Congress, each accompanied by a member of their family or staff, as well as key leaders and technical experts working on these issues.

On your journey, you will visit program sites and meet with beneficiaries in India and Nepal to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including private sector and local partners, who are working toward solutions at the community level, as well as U.S., Indian, and Nepalese government leaders and decision-makers.

India and Nepal offer dynamic examples of the progress possible when U.S. investment is focused on sustainable, long-term solutions. The economy of much of the South Asian region has experienced rapid growth in the last 20 years, partly spurred by U.S. foreign assistance as well as private sector investments promoting innovation in addressing some of the toughest development challenges. India, for example, has made significant strides toward eradicating extreme poverty and promoting access to primary and secondary education for boys and girls.

However, the region continues to struggle with ensuring all citizens benefit from this progress, particularly vulnerable women and girls. Malnutrition, poor sanitation, lack of access to health services, and a strict caste system dictating the disproportionate allocation of resources all contribute to India currently having the highest number of preventable child deaths in the world. Similarly, the region continues to have some of the highest rates of child marriage and violence against women globally.

The United States is actively working to change this reality. U.S. investment in women's empowerment, combatting child marriage, and promoting health and nutrition are having a measurable and significant impact throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return with a deep understanding of the link between U.S. foreign assistance and international development, women's empowerment, and regional and international stability.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Wednesday, March 1, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can reach her directly at Rachel.Hall@care.org or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

Michelle Nunn
President and CEO, CARE USA

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Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Senator Jeff Merkley

Employing Office/Committee: Senator Jeff Merkley

Private Sponsor(s) (list all): CARE

Travel date(s): 16 -23 April 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Nepal and India

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a member of the Senate Foreign Relations Committee, the trip is a learning tour to better understand scope of U.S investments in programs that support development and women's empowerment in India and Nepal.

Name of accompanying family member (if any): Mary Sorteberg

Relationship to Employee: ☒ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/15/17
(Date)

Jeffrey A. Merkley
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/15/17
(Date)

Jeffrey A. Merkley
(Signature of Supervising Senator/Officer)

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WASHINGTON, DC 20510-6425

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TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

April 5, 2017

The Honorable Jeff Merkley
United States Senate
Washington, DC 20510

Dear Senator Merkley:

This responds to your recent correspondence concerning an invitation you and your spouse received to travel on the CARE Learning Tour to New Delhi, India, Chennai, India, and Kathmandu, Nepal on April 16-23, 2017, sponsored by the Cooperative for Assistance & Relief Everywhere (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35. Necessary expenses may include travel expenses for the spouse of a Member if the Member determines that the attendance of the spouse is appropriate to assist in the representation of the Senate.

Under Senate Rule 35, a Senator or officer who receives payment or reimbursement for necessary expenses related to fact-finding travel must disclose those expenses to the Secretary of the Senate by filing the completed *Senators and Officers Post-Travel Disclosure of Travel Expenses* (Form RE-3), along with a copy of the *Private Sponsor Travel Certification Form*, and

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁵ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a Member, on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

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United States Senate

SELECT COMMITTEE ON ETHICS

April 7, 2017

The Honorable Jeff Merkley
United States Senate
Washington, DC 20510

Dear Senator Merkley:

This responds to your recent correspondence concerning an invitation you and your spouse received to travel on the CARE Learning Tour to New Delhi, India, Chennai, India, and Kathmandu, Nepal on April 16-23, 2017, sponsored by the Cooperative for Assistance & Relief Everywhere (CARE).¹ CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*² related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35. Necessary expenses may include travel expenses for the spouse of a Member if the Member determines that the attendance of the spouse is appropriate to assist in the representation of the Senate.

¹ Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in India for approximately four days before the beginning of the officially related events. You are personally responsible for any additional expenses incurred as a result of extending your trip.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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Under Senate Rule 35, a Senator or officer who receives payment or reimbursement for necessary expenses related to fact-finding travel must disclose those expenses to the Secretary of the Senate by filing the completed *Senators and Officers Post-Travel Disclosure of Travel Expenses* (Form RE-3), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**⁴

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁵ However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁶

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁷ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a Member, on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

⁴ Trip extensions for any purpose do not extend this deadline.

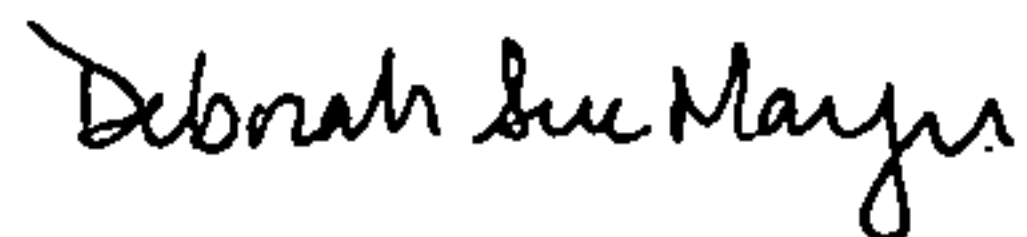
⁵ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁶ 26 U.S.C. § 501(c)(3).

⁷ 5 U.S.C. § 7342.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

A handwritten signature in black ink that reads "Deborah Sue Mayer". The signature is written in a cursive, flowing style.

Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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